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29 November 1963

MEMORANDUM FOR: All Office Heads  
 SUBJECT : Employee Home Address for W-2 Purposes  
 REFERENCE : [REDACTED], Revised 19 April 1963

25X1  
A

1. In order to issue a properly completed Withholding Tax Statement, Form W-2, the payroll office must have the current address of each employee.
2. The attached listing reflects those vouchered funds employees assigned to your office who do not appear in the Personnel Emergency and Locator Record file as of 25 October 1963. It is requested that you furnish information on these employees as follows:

a. Staff Employees

Agency Form 642 or 642a, as appropriate, should be completed immediately and forwarded to ADPD in accordance with [REDACTED] revised 19 April 1963.

25X1  
Ab. Non-Staff Employees

The identification number, name, cost center number, and address for each of these employees should be forwarded to Payroll Branch, Fiscal Division, Room 352, South Building no later than 5 December 1963.

[REDACTED]

25X1A9a

Acting Chief, Fiscal Division

Attachment

25X1A9a

2 Dec 1963

1. [REDACTED] - Resigned effected 1 November 1963.  
 Subject did not report to Fin  
 Was in Off Pers/IAS

~~SECRET~~  
 Div. GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

DOC	9	REV DATE	12/03/80	BY	018995
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JUST	22	NEXT REV	20/10	AUTH:	HR 10-2

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**ORIGINAL DOCUMENT MISSING PAGE(S):**

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